

1.1 Lead Extramural Support Assistant (GS-303-08)

Form III-3 Position Description

Labor Category:

____ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature

Title: HR Specialist

Position: Lead Extramural Support Assistant (OA) (Trainer), GS-303-08

Minimum Years Experience: One year of experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed): N/A

Duties:

Leads and trains an MEO Task Unit staff who provide clerical, technical, and substantive coordination and services. The employee and subordinate staff support NIH extramural scientific program development, scientific review, and grants management functions; coordinate logistical support; and manage data.

Abilities/Skills/Knowledge Required by the Position:

Ability to interpret and communicate, verbally and in writing, grants and contracts policies and procedures in order to lead and train others, as well as to assist NIH ICs and private/public sector principal investigators.

In-depth knowledge of the structure of the extramural programs to personally perform technical and clerical duties, as well as to support Program Directors, Grants Management Specialists / Officers, Scientific Review Administrators, and scientific/biomedical researchers throughout the country.

Knowledge of how each of the program, grants, and review components work so that the incumbent can efficiently facilitate communication, organize meetings and files, and prepare summary documents in a meaningful way.

Ability to file, track, and retrieve a wide variety of documents to ensure accuracy and completeness of files, reports, and presentations.

Skill in computer-related processes and software programs to file, maintain, and retrieve data.

Knowledge of federal regulations, procedures, and systems to make travel and training arrangements, as well as to order supplies and equipment.

Supervisory Controls:

Work is assigned in terms of objectives, priorities, and deadlines. The employee works independently in resolving most conflicts; referring precedent-setting or unusual problems with appropriate recommendations to the supervisor. Incumbent is held responsible for assuring that assigned work is completed in conformance with established procedural and regulatory instructions. Completed work is evaluated for conformance to policy, guidelines, and regulations.

Guidelines:

The employee operates within written and verbally-communicated guidelines. Other guides used by the incumbent include overall Institute policy directives, official administrative policies and practices, and standard office procedures. Personal judgment in interpreting and applying these guidelines is often necessary in order to ensure the accuracy and consistency of work products while performing tasks, as well as leading and training others.

**MEO Task Leader
Lead Extramural Support Assistant (OA) (Trainer)
GS-303-08**

I. Introduction

This position is located in the Office of Grants Support Services (OGSS), NIH, as part of the Government's Most Efficient Organization (MEO) that is responsible for providing administrative and technical extramural support in the development, review, and management of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent is responsible for leading and training an MEO Task Unit staff who provide clerical, technical, and substantive coordination and services to Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH employees are located in all the extramural activities and components of the NIH Institutes and Centers. Major duties and responsibilities include personally performing technical functions, leading, and training a Task Unit which supports all NIH scientific program development, scientific review, and grants management functions; coordinates logistical support; and also manages data. May be assigned to any of the various MEO Task Units and Hubs. (Percentages of time may vary depending on workload and scheduling requirements.)

II. Duties and Responsibilities

**PERSONALLY PERFORMS TECHNICAL DUTIES, LEADS, AND TRAINS
OTHERS IN SUPPORTING PROGRAM, REVIEW, AND GRANTS FUNCTIONS
50%**

In addition to personally performing all technical and clerical duties, the incumbent distributes and balances the workload among employees while assuring its timely completion. Keeps in touch with the status and progress of work and makes day-to-day adjustments. Estimates and reports on expected time of completion of work and maintains records of work accomplished and time expended. Prepares MEO production reports as required. Checks on work in progress or spot-checks work not requiring review while in progress. Reviews completed work to assure that supervisor's instructions have been met. Amends or rejects work not meeting standards; refers to supervisor matters not covered by standards. Monitors employee office working conditions. Approves leave for a few hours or for emergencies. Informs employees of available services and employee activities. Resolves simple, informal employee complaints and refers others to supervisor. Reports to supervisor on performance, progress, and training needs of employees, and on behavior problems. Provides information to supervisor as requested concerning promotions, reassignment, recognition of outstanding performance, and personnel needs.

Instructs employees in specific tasks and job techniques and makes available written instructions, reference materials, and supplies. Gives on-the-job training to new employees. Updates employees on recent procedures and policies.

In addition to leading and training Task Unit members, the incumbent personally receives, reviews for completeness, routes, and stores grant applications and research and development contract proposals. Verifies, reconciles, and corrects applicant information. Requests missing or late materials. Creates and maintains official paper and electronic files. Prints labels and summary statements and creates reviewer packets. Extracts data from applications. Enters review meeting data, participant data, application meeting assignment, and reviewer assignments and conflicts. Creates and enters subproject records. Inputs, corrects, and proofs scores and codes. Performs technical tasks when meetings are released. Creates and maintains paper or electronic calendar, listservs, directories of e-mail and mailing addresses. Duplicates, collates, and scans documents. Performs document disposition or disposal tasks. Helps prepare and staff information booths at scientific meetings. Retrieves defined articles from scientific literature as requested by scientific staff. Assists with preparation of presentations. Prepares and transmits Council-related documents and correspondence. Tracks "Just in Time" information and Council action items. Reports on applications eligible for Expedited Council Concurrence. Types correspondence, such as forms, reports, spreadsheets, and scientific initiatives. Edits, formats, and spell checks summary statements. Makes corrections from Scientific Review Administrators to summary statement drafts. Receives and screens phone calls and routes to appropriate IC staff if necessary. Initiates and responds to email, telephone, and letter inquiries; and provides materials. Mails non-email enabled grantees. Closes out files, sends to archives, and disposes of them as required. Receives and escorts visitors to proper location.

LEADS AND TRAINS OTHERS IN COORDINATING LOGISTICAL SUPPORT 25%

In addition to leading and training, the incumbent personally provides logistical support and coordination for scientific conferences, workshops, and site visits; as well as board, Council, and other advisory group meetings. Prepares requests for professional services contracts. Schedules face-to-face and teleconferencing meetings. Arranges for meeting facilities and equipment. Provides information to speakers/participants including that which relates to travel, lodging reimbursement, per diem payment, and honoraria (the standard NIH Consultant fee payment). Prepares and distributes meeting materials and assists with other meeting activities on site, as needed. Creates and maintains meeting files. Reviews and distributes incoming mail; and sends or delivers outgoing mail and faxes. Orders supplies and arranges for equipment repairs. Arranges staff travel and training.

LEADS AND TRAINS OTHERS IN MANAGING DATA

25%

In addition to leading and training, the incumbent also manages data in the IMPAC II system and in other databases. Maintains local technical databases and prepares reports. These responsibilities include, but not limited to, entering Program Class Codes into IMPAC II via ICO or IC specific application software; entering reviewer information into CMO module; entering scores and codes after review; importing summary statements into IMPAC II; releasing, as instructed, the final summary statement; processing actions in IMPAC II and non-IMPAC II databases; querying extract material or data from databases and runs reports; tracking and reporting on competing and non-competing applications and awards; and entering and verifying required information on human subjects into IC and IMPAC II Population Tracking databases. Provides data to MEO staff that will allow MEO performance evaluation.

Performs other related duties as assigned.

III. Factors

Factor 1: Knowledge Required

Ability to interpret and communicate, verbally and in writing, grants and contracts policies and procedures in order to lead and train others, as well as to assist NIH ICs and private/public sector principal investigators.

In-depth knowledge of the structure of the extramural programs to personally perform technical and clerical duties, as well as to support Program Directors, Grants Management Specialists / Officers, Scientific Review Administrators, and scientific/biomedical researchers throughout the country.

Knowledge of how each of the program, grants, and review components work so that the incumbent can efficiently facilitate communication, organize meetings and files, and prepare summary documents in a meaningful way.

Ability to file, track, and retrieve a wide variety of documents to ensure accuracy and completeness of files, reports, and presentations.

Skill in computer-related processes and software programs to file, maintain, and retrieve data.

Knowledge of federal regulations, procedures, and systems to make travel and training arrangements, as well as to order supplies and equipment.

Factor 2: Supervisory Controls

Work is assigned in terms of objectives, priorities, and deadlines. The employee works independently in resolving most conflicts; referring precedent-setting or unusual problems with appropriate recommendations to the supervisor. Incumbent is held responsible for assuring that assigned work is completed in conformance with established procedural and regulatory instructions. Completed work is evaluated for conformance to policy, guidelines, and regulations.

Factor 3: Guidelines

The employee operates within written and verbally-communicated guidelines. Other guides used by the incumbent include overall Institute policy directives, official administrative policies and practices, and standard office procedures. Personal judgment in interpreting and applying these guidelines is often necessary in order to ensure the accuracy and consistency of work products while performing tasks, as well as leading and training others.

Factor 4: Complexity

Duties require performing all duties, leading, and training others. They require prudent work planning, establishing priorities, and applying expertise in coordinating various differing functions concurrently. Must be capable to interpret and communicate policies and procedures to Task Unit members. Complicating factors are the large number of grants, contracts, and clinical trials, as well as the large amount of data to be collected within a set time frame and the high organizational status of the principal investigators collaborating with the NIH. Many situations require the incumbent to exercise a high level of interpersonal skills in accomplishing goals.

Factor 5: Scope and Effect

The scope of this position is to lead and train others who provide technical and logistical support to grants, review, and program functions. Incumbent's performance affects the success of extramurally supported mechanisms throughout the NIH, and the reliability of research conclusions.

Factor 6: Personal Contacts

Contacts are with leading scientists and researchers throughout the country. Contacts also include all MEO staff, NIH ICs, and other federal government organizations.

Factor 7: Purpose of Contacts

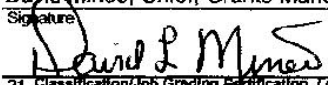
Purpose of contacts is to lead and train others, as well as to obtain or disseminate information pertaining to extramural support of grants, review, and scientific programs.

Factor 8: Physical Demands

Walking, bending, and lifting not to exceed 30 pounds. Travel to other NIH buildings.

Factor 9: Work Environment

Work is performed in an office setting.

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Bethesda		5. Duty Station Bethesda		6. OPM Certification No.		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
Explanation (Show any Position replaced)		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		8. Financial Statements Required Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/>		11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
										13. Competitive Level Code	
										14. Agency Use	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Lead Extramural Support Assistant (OA) (Trainer)				GS		303		8	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office		Lead Extramural Support Assistant (OA) (Trainer)				GS		303		8	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacancy, specify)					
18. Department, Agency, or Establishment DHHS						c. Third Subdivision OER					
a. First Subdivision NIH						d. Fourth Subdivision OGSS					
b. Second Subdivision OD						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
David Mineo, Chief, Grants Management Officer, NIDDK, NIH											
Signature 						Date		Signature		Date	
6/9/03											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position General Schedule Leader Grade-Evaluation Guide, 6/98. Grade Level Guide for Clerical and Assistant Work, 6/89.					
Typed Name and Title of Official Taking Action						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Luis A. Arvelo, Human Resources Specialist, OHR, NIH											
Signature 						Date		Signature		Date	
6-9-03											
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											

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25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

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5008-106

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FPM Chapter 295